

05 0075-70

10 March 1970

MEMORANDUM FOR: Director of Training

THROUGH : Chief, Operations School

SUBJECT : Course Report, CS Records I #5-70
24, 25 & 27 February 1970

Student Body

1. Twenty-eight students attended the course. Their length of service with the Agency varied from less than one year through twenty-two years (average, 7.4 years); their grades ranged from GS-04 through GS-14 (average, GS-07).

2. One student, [REDACTED] NE/SAC/DDP, was ill on the last day. She will be given individual attention as soon as convenient.

25X1A

Course Conduct

3. No changes were made in either the content or the presentation of the course.

Speakers

25X1A

25X1A

4. [REDACTED] who was formerly with the teaching staff at [REDACTED] provided an excellent keynote speech. He not only spoke convincingly of the role of CS Records in an active station, but also drew on his Foreign Service experience to illustrate some of the differences between our records and those of other Agencies. His illustrations provided useful hooks on which to hang discussions later in the course.

5. [REDACTED] CI/R&A, was hospitalized but will be with us again at the next running of the course. His talk on the purpose of the CS Records System was given by [REDACTED]

25X1A

25X1A

Critiques

6. Those students who were not going on to CS Records II were asked to prepare critiques. They are attached hereto. For the remainder, see the course report for CS Records II, #6-70.

Chief Instructor's Comments

7. The course was uneventful, although [REDACTED] and others commented that the wide disparity in rank and experience among the students made this a difficult class to work with. The contract [REDACTED] students had trouble in adjusting to the jargon which the other students used freely. We are trying, when possible, to give such students special attention.

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8. Our chief difficulty was the confusion resulting from the abrupt change in the shuttle schedule. This worked an unnecessary hardship on students and guest speakers alike. The problem is further complicated by the fact that available parking space in the area is being taken up by workers in the nearby construction site. Unless some more realistic service can be provided it will be necessary to change the Records courses from part time to full time whenever they are scheduled at 1000 Glebe.

[REDACTED]

Chief Instructor

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Attachments

- A. Course Schedule
- B. Student Roster
- C. Course Critiques

MISSING PAGE

ORIGINAL DOCUMENT MISSING PAGE(S):

Attachment